HRAPAY

Chapter 7

Recurring Payments/Deductions

AASIS Support Center, Diane Hill   7-1
    09/16/04 Revised to V3

Recurring Payments/Deductions are controlled by wage types. In the Recurring Payments/Deduction Infotype (0014), if a wage type with a balance is selected (such as Teachers Buy Back), the Additional Payment (0015) is automatically prompted and displayed, enabling you to define the limit for that deduction.

Demonstration

Enter Recurring Payments/Deductions (PA30)

7-2

There are several types of payments/deductions that may occur from an employees paycheck such as:
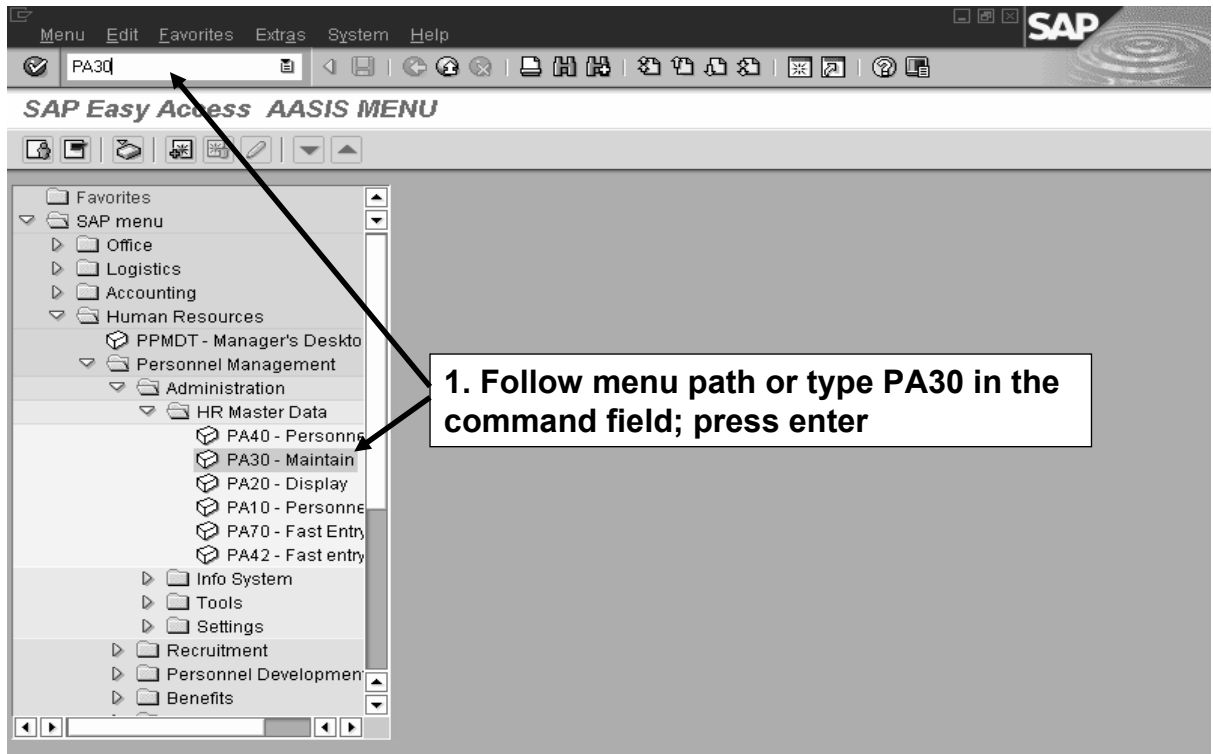
✓Garnishment (0194 and 0195)

✓Concurrent Employment (0014)

✓Recurring Deductions/Payments (0014)

- United Way

- ASEA

✓Job related allowances (0014 and 0015)

- State vehicle

- Uniform allowances

- Union dues

EXERCISE SCENARIO

An employee has elected to withhold ASEA dues from their bi-weekly paycheck. Process the new Recurring Deductions in AASIS

Recurring/Payments Deduction

Menu   Edit   Favorites   Extras   System   Help

SAP Easy Access   AASIS MENU

- Favorites
- SAP menu
  - Office
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  - Human Resources
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    - Personnel Management
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          - PA40 - Personne
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      - Benefits

1. Follow menu path or type PA30 in the command field; press enter

The menu path is Human Resources > Personnel Management > Administration > HR Master Data > Maintain.

Recurring/Payments Deduction

| HR master data | Edit | Goto | Extras | Utilities | Settings | System | Help |

Maintain HR Master Data

Personnel no.	6			←	⊙	**2. Type personnel number; press enter**
Name	Lois Moulder					
EE group	1	Regular State …	Pers.area	FA02 DFA
EE subgroup	UE	Employee	Cost Center	383210	DFA

Personal Data | Addtl. Employee Data | Employment Issues | Career Manage...

Infotype text	E..	
Actions	✓	
Personal Data	✓	
Organizational Assignment	✓	
Addresses	✓	
Basic Pay	✓	
Family Member/Dependents	✓	
Residence Status	✓	
Additional Personal Data	✓	
Communication		

Period
- ⦿ Period
  - Fr. _____ To _____
- ◯ Today   ◯ Curr.week
- ◯ All   ◯ Current month
- ◯ From curr.date ◯ Last week
- ◯ To current date ◯ Last month
- ◯ Curr.period   ◯ Current Year
- 🔼 Choose

Direct selection
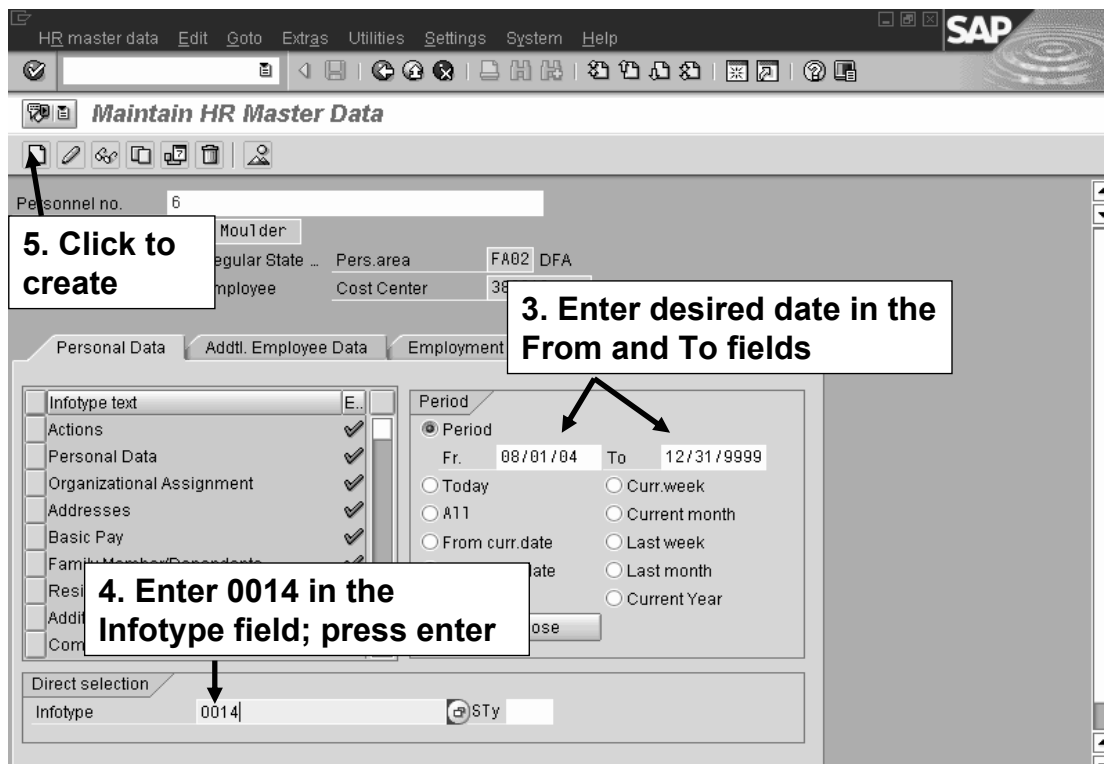| Infotype | | STy |

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Always verify the employee's name before you process any master data change.

Recurring/Payments Deduction

Enter the begin date of the payment/deduction in the From field. In the To field, enter 12/31/9999.

Infotype 0014 is Recurring Payment/Deductions.

Recurring/Payments Deduction

Create Recurring Payments/Deductions

Personnel No	6	Name	Lois Mo… Status Active
EE group	1 Regular State Em…	Personnel ar	FA02 DFA
EE subgroup	UE Employee	SSN	126-60-6870
Start	08/01/2004 to	12/31/9999	

Recurring Payments/Deductions

Wage type

6. Click on the drop-down icon

Amount   USD

Number/unit

Assignment number

Reason for Change

Payment dates

Payment model

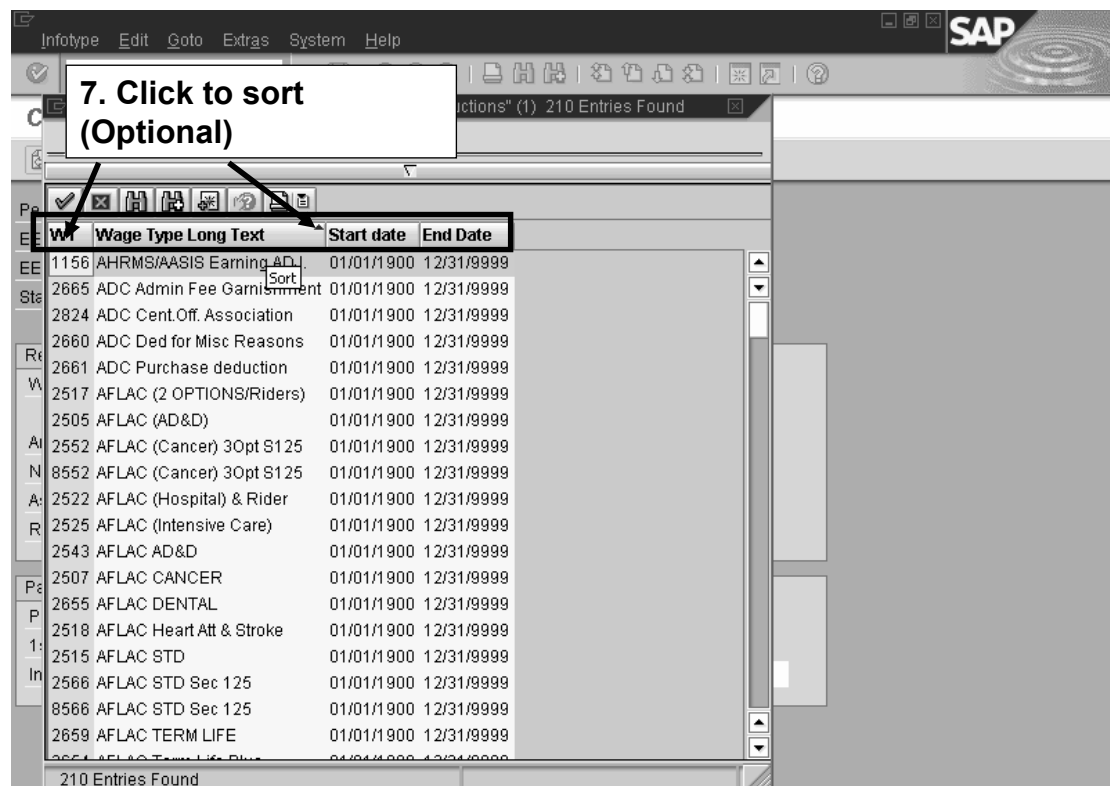1st payment period   or   1st payment date

Interval in periods   Interval/Unit

If you know the wage type number you may type it
in the Wage type field. If unknown, you can search
by selecting the drop-down icon.

Recurring/Payments Deduction

7. Click to sort (Optional)
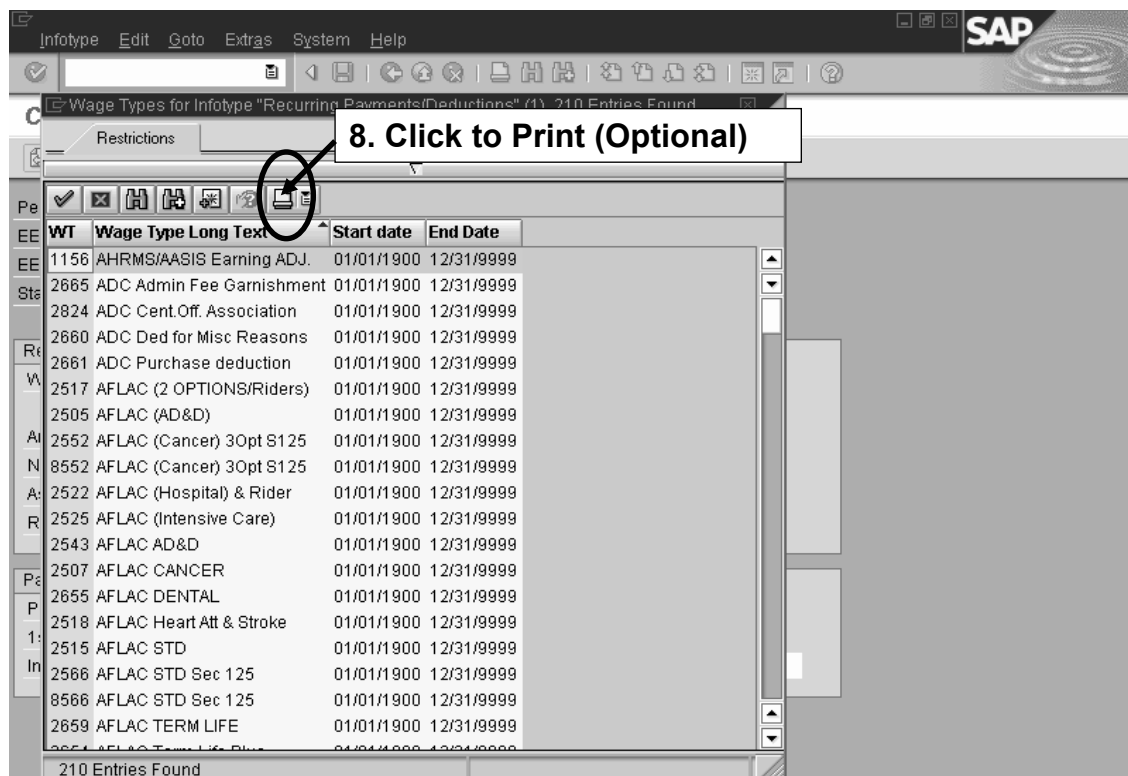
WT	Wage Type Long Text	Start date	End Date
1156	AHRMS/AASIS Earning AD..	01/01/1900	12/31/9999
2665	ADC Admin Fee Garnishment	01/01/1900	12/31/9999
2824	ADC Cent.Off. Association	01/01/1900	12/31/9999
2660	ADC Ded for Misc Reasons	01/01/1900	12/31/9999
2661	ADC Purchase deduction	01/01/1900	12/31/9999
2517	AFLAC (2 OPTIONS/Riders)	01/01/1900	12/31/9999
2505	AFLAC (AD&D)	01/01/1900	12/31/9999
2552	AFLAC (Cancer) 3Opt S125	01/01/1900	12/31/9999
8552	AFLAC (Cancer) 3Opt S125	01/01/1900	12/31/9999
2522	AFLAC (Hospital) & Rider	01/01/1900	12/31/9999
2525	AFLAC (Intensive Care)	01/01/1900	12/31/9999
2543	AFLAC AD&D	01/01/1900	12/31/9999
2507	AFLAC CANCER	01/01/1900	12/31/9999
2655	AFLAC DENTAL	01/01/1900	12/31/9999
2518	AFLAC Heart Att & Stroke	01/01/1900	12/31/9999
2515	AFLAC STD	01/01/1900	12/31/9999
2566	AFLAC STD Sec 125	01/01/1900	12/31/9999
8566	AFLAC STD Sec 125	01/01/1900	12/31/9999
2659	AFLAC TERM LIFE	01/01/1900	12/31/9999

210 Entries Found

You may sort the list by selecting the header row of any column.

Recurring/Payments Deduction

8. Click to Print (Optional)

Wage Types for Infotype "Recurring Payments/Deductions" (1), 210 Entries Found

WT	Wage Type Long Text	Start date	End Date
1156	AHRMS/AASIS Earning ADJ.	01/01/1900	12/31/9999
2665	ADC Admin Fee Garnishment	01/01/1900	12/31/9999
2824	ADC Cent.Off. Association	01/01/1900	12/31/9999
2660	ADC Ded for Misc Reasons	01/01/1900	12/31/9999
2661	ADC Purchase deduction	01/01/1900	12/31/9999
2517	AFLAC (2 OPTIONS/Riders)	01/01/1900	12/31/9999
2505	AFLAC (AD&D)	01/01/1900	12/31/9999
2552	AFLAC (Cancer) 3Opt S125	01/01/1900	12/31/9999
8552	AFLAC (Cancer) 3Opt S125	01/01/1900	12/31/9999
2522	AFLAC (Hospital) & Rider	01/01/1900	12/31/9999
2525	AFLAC (Intensive Care)	01/01/1900	12/31/9999
2543	AFLAC AD&D	01/01/1900	12/31/9999
2507	AFLAC CANCER	01/01/1900	12/31/9999
2655	AFLAC DENTAL	01/01/1900	12/31/9999
2518	AFLAC Heart Att & Stroke	01/01/1900	12/31/9999
2515	AFLAC STD	01/01/1900	12/31/9999
2566	AFLAC STD Sec 125	01/01/1900	12/31/9999
8566	AFLAC STD Sec 125	01/01/1900	12/31/9999
2659	AFLAC TERM LIFE	01/01/1900	12/31/9999
2654	AFLAC Term Life Plus	01/01/1900	12/31/9999

210 Entries Found

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You have the option of printing this list for future
reference by choosing the print icon.

Recurring/Payments Deduction

9. Scroll to find appropriate wage type; double-click to populate

The screen shows a SAP window titled Wage Types for Infotype "Recurring Payments/Deductions" (1) 210 Entries Found:

WT	Wage Type Long Text	Start date	End Date
2518	AFLAC Heart Att & Stroke	01/01/1900	12/31/9999
2515	AFLAC STD	01/01/1900	12/31/9999
2566	AFLAC STD Sec 125	01/01/1900	12/31/9999
8566	AFLAC STD Sec 125	01/01/1900	12/31/9999
2659	AFLAC TERM LIFE	01/01/1900	12/31/9999
2654	AFLAC Term Life Plus	01/01/1900	12/31/9999
2570	AFSCME Association Fee	01/01/1900	12/31/9999
2656	AMERICAN PUBLIC LIFE WL	01/01/1900	12/31/9999
2657	AMERICAN_DENTAL	01/01/1900	12/31/9999
2663	ASB Payroll Deduction	01/01/1900	12/31/9999
2664	ASD Payroll Deduction	01/01/1900	12/31/9999
2800	ASEA Ark. State Empl Asoc	01/01/1900	12/31/9999
1115	ASP Certificate Pay	01/01/1900	12/31/9999
2846	ASP Dental Vis. AT	01/01/1900	12/31/9999
2142	ASP SP Standard Life	01/01/1900	12/31/9999
2040	Adjustment for NET	12/23/2001	12/31/9999
2532	Aetna	01/01/1900	12/31/9999
2527	Am Pub Lfe intensive care	01/01/1900	12/31/9999
2520	Am. Pub Lf Heart & Stroke	01/01/1900	12/31/9999

210 Entries Found

Note: Always verify that you have chosen the correct wage type. Some wage types are Agency specific, such as ASP (Arkansas State Police), G&F (Game & Fish)

Recurring/Payments Deduction

Recurring/Payments Deduction

Upon pressing enter, certain wage types will default a payment model. You can accept the default or change the payment model as required.   This will decide at what frequency the payment/deduction will occur, such as monthly, 24 pay periods or 26 pay periods.

If no payment model defaults, you must select one.

The payment models to be used are:

AR00 – Two times a month (Monthly)

AR01 – Every pay period (Bi-weekly)

AR02 – One time each month (Monthly)

Recurring/Payments Deduction

(Continued)

AR04 – 1 time each month (1st Payperiod)
(Monthly)

AR05 – 1 time each month (2nd Payperiod)
(Monthly)

The amount listed in the amount field will be deducted or paid according to the payment model that you selected. (For example, if you have chosen $5.00 with a payment model of AR00 and you are in pay area 11 (bi-weekly); this amount would be deducted or paid at $2.50 per pay period.

It is vital that you choose the correct payment model.

Recurring/Payments Deduction

Record is created and now can be processed through payroll.

Recurring/Payments Deduction

```
 ┌─────────────────────────────────────────────────────────────────────┐
 │  Display  Edit  Goto  Utilities  Settings  System  Help      □ 回 ⊠  SAP │
 │  ⊘              ▣   ◁ 🖫 | 🕃 🕃 🕃 | 📇 🖩 🖫 | 🕃 🕃 🕃 🕃 | 💥 🖻 | ⓘ 🖫 │
 │                                                                        │
 │  Detail View of Log                                                     │
 │  ▽ 🖫 ┌─────────────────────────────────────────────────────┐          │
 │       │     DEMONSTRATION PURPOSES ONLY                      │   ▲      │
 │       └─────────────────────────────────────────────────────┘   ▼      │
 │    ┌────────────────────────────────────────────────────────────────┐  │
 │    │ *     ....                                          ....        │  │
 │    │ * 2800 ASEA Ark.                                    2.00-       │  │
 │    │ * 9404 TX ER Soci   01                              0.01        │  │
 │    │ 1 /001 Valuation  01              17.7726                       │  │
 │    │ 1 /002 Valuation  01              17.7726                       │  │
 │    │ 1 1000 Hourly rat 01              17.7726                       │  │
 │    │ 1 1200 Regular wo 01              17.7726   64.00    1,137.45   │  │
 │    │ 1 1252 Sick pay   01       01  001 17.7726   8.00     142.18   │  │
 │    │ 1 1252 Sick pay   01       02  001 17.7726   8.00     142.18   │  │
 │    │ 1 9404 TX ER Soci 0101                                 70.52   │  │
 │    │ 1 9404 TX ER Soci 0101     01  001                      8.81   │  │
 │    │ 1 9404 TX ER Soci 0101     02  001                      8.81   │  │
 │    │ 1 9406 ARK ER Med 0101                                 16.50   │  │
 │    │ 1 9406 ARK ER Med 0101     01  001                      2.06   │  │
 │    └────────────────────────────────────────────────────────────────┘  │
 │  ◀ ▶ █████████████████████████████████████████████████████████  ◀ ▶   │
 │  AASIS Support Center, Diane Hill                                 7-15  │
 │     09/16/04 Revised to V3                                              │
 └─────────────────────────────────────────────────────────────────────┘
```

After you make any master data changes, always perform a payroll simulation to view the RT (Results Table) to determine how it will impact the employee's pay.

The 2800 wage type will display the amount deducted for ASEA dues.

Demonstration

Change Existing Recurring Payments/Deductions (PA30)

7-16

EXERCISE SCENARIO

**An employee's Conseco AD&D deduction
has increased. Process the changed
recurring deduction in AASIS**

Change Recurring/Payments Deduction (0014)
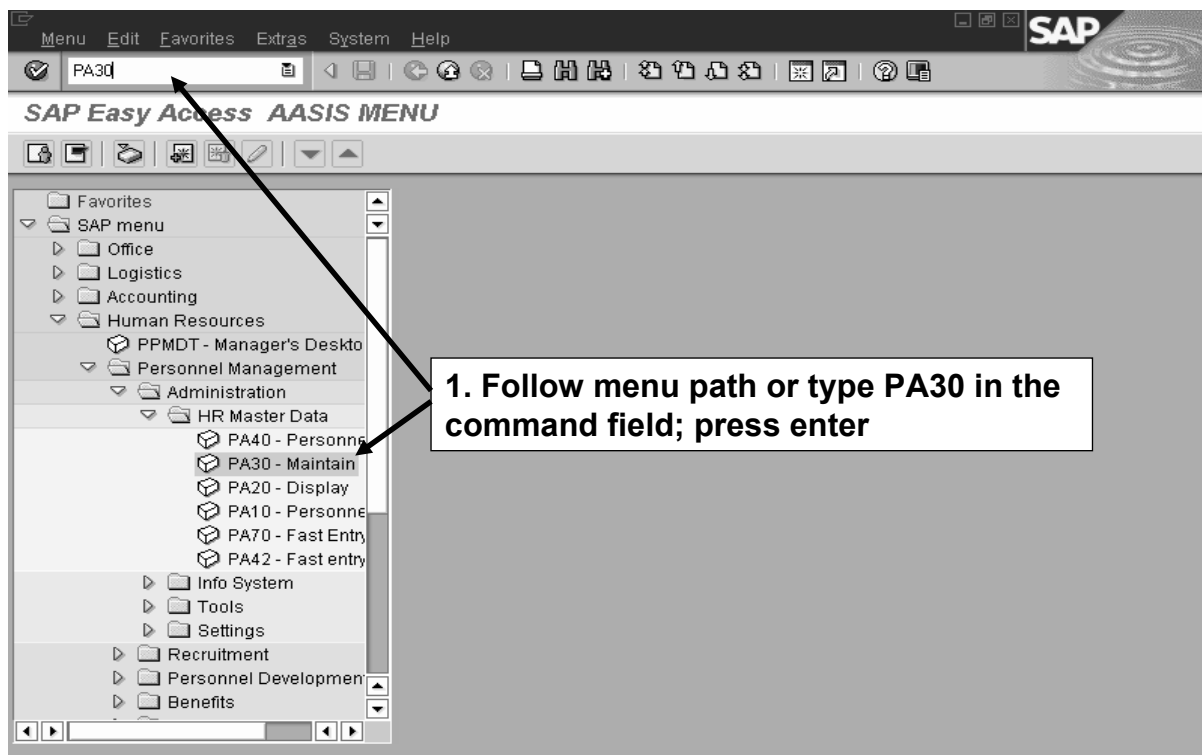
Menu   Edit   Favorites   Extras   System   Help

PA30

SAP Easy Access   AASIS MENU

- Favorites
- ▽ SAP menu
  - ▷ Office
  - ▷ Logistics
  - ▷ Accounting
  - ▽ Human Resources
    - PPMDT - Manager's Deskto
    - ▽ Personnel Management
      - ▽ Administration
        - ▽ HR Master Data
          - PA40 - Personne
          - PA30 - Maintain
          - PA20 - Display
          - PA10 - Personne
          - PA70 - Fast Entry
          - PA42 - Fast entry
      - ▷ Info System
      - ▷ Tools
      - ▷ Settings
    - ▷ Recruitment
    - ▷ Personnel Developmen
    - ▷ Benefits

1. Follow menu path or type PA30 in the command field; press enter

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The menu path is Human Resources > Personnel Management > Administration > HR Master Data > Maintain.

Change Recurring/Payments Deduction (0014)

Maintain HR Master Data

Personnel no.	6
Name	Lois Moulder
EE group	1 Regular State ... Pers.area FA02 DFA
EE subgroup	UE Employee Cost Center 383210 DFA

2. Type personnel number; press enter

Tabs: Personal Data | Addtl. Employee Data | Employment Issues | Career Manage...

Infotype text	E..
Actions	✓
Personal Data	✓
Organizational Assignment	✓
Addresses	✓
Basic Pay	✓
Family Member/Dependents	✓
Residence Status	✓
Additional Personal Data	✓
Communication	

Period
- ● Period
  - Fr. _____   To _____
- ○ Today   ○ Curr.week
- ○ All   ○ Current month
- ○ From curr.date ○ Last week
- ○ To current date ○ Last month
- ○ Curr.period   ○ Current Year
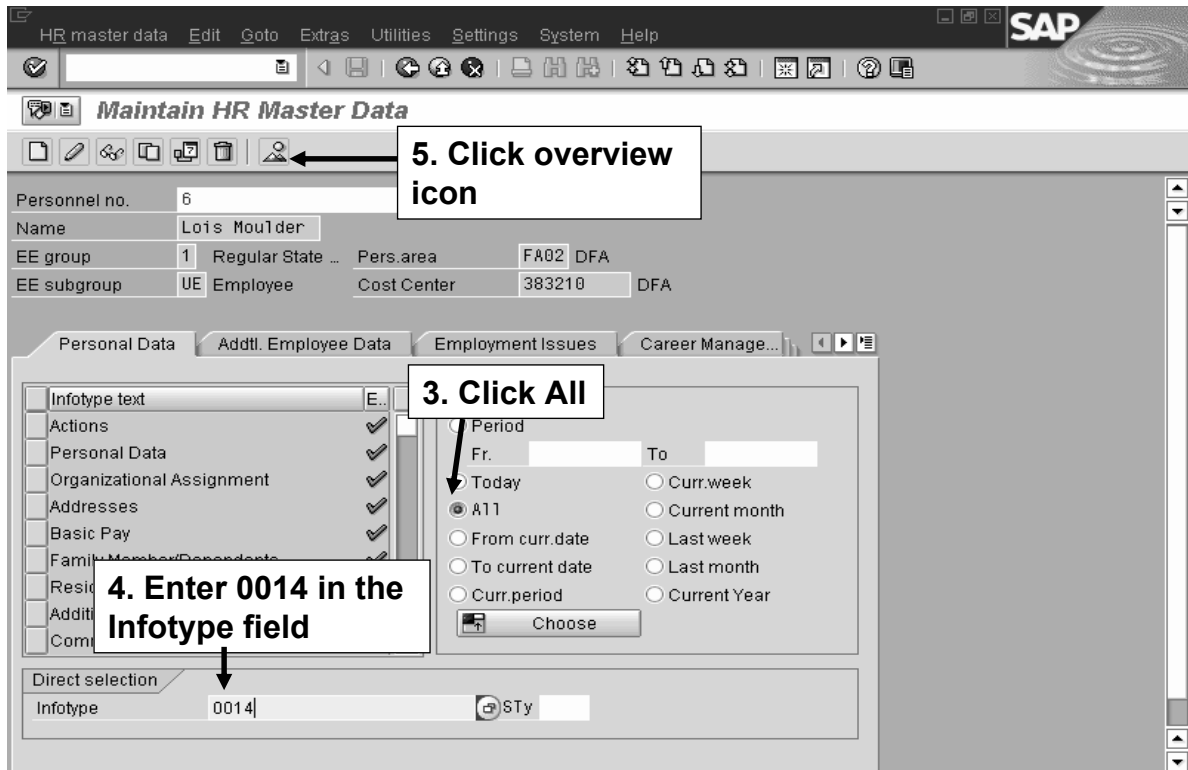- [ ] Choose

Direct selection
Infotype		STy

Always verify the employee's name before you process any master data change.

Change Recurring/Payments Deduction (0014)

```
HR master data   Edit   Goto   Extras   Utilities   Settings   System   Help
```

Maintain HR Master Data

```
5. Click overview
icon
```

Personnel no.	6
Name	Lois Moulder
EE group	1 Regular State ... Pers.area FA02 DFA
EE subgroup	UE Employee Cost Center 383210 DFA

Personal Data   Addtl. Employee Data   Employment Issues   Career Manage...

3. Click All

Infotype text	E..
Actions	✓
Personal Data	✓
Organizational Assignment	✓
Addresses	✓
Basic Pay	✓
Family Member/Dependents	✓
Resid	
Additi	
Comm	

○ Period
Fr. _____   To _____
○ Today   ○ Curr.week
◉ All   ○ Current month
○ From curr.date   ○ Last week
○ To current date   ○ Last month
○ Curr.period   ○ Current Year
Choose

4. Enter 0014 in the Infotype field

Direct selection
Infotype   0014   ⊡ STy _____

Infotype 0014 is Recurring Payment/Deductions.

Note: Before you change a pre-tax recurring deduction in AASIS, you must have received prior approval from FBMC.

Change Recurring/Payments Deduction (0014)

Change Recurring/Payments Deduction (0014)

Infotype Edit Goto Extras System Help

Copy Re...

8. Type begin date and accept defaulted end date of 12/31/9999

Personnel No			Mo... Status	Active
EE group	I	Regular State Em... Personnel ar	FI02	DFA
EE subgroup	UE	Employee	N	126-60-6870
Start	08/01/04	to	12/31/9999	

Recurring Payments/Deductions

Wage type	2503	Conseco(Acc/Sick/Dis)	
Amount	A	18.00 USD	Bi-weekly
Number/unit			
Assignment number			
Reason for Change			

Payment dates

Payment model	AR01	Every pay period	
1st payment period		or	1st payment date
Interval in periods			Interval/Unit

AASIS Support Center, Diane Hill   7-22
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Change Recurring/Payments Deduction (0014)

Change Recurring/Payments Deduction (0014)

Infotype Edit Goto Extras System Help

SAP

Copy Recurring Payments/Deductions

10. Click to validate

11. Click to save

Pers   N _____ Active
EE g _____ Em… Personnel ar   FA02   DFA
EE subgroup   UE Employee   SSN   126-60-6870
Start   08/01/2004 ⊡ to   12/31/9999

Recurring Payments/Deductions
Wage type   2503   Conseco(Acc/Sick/Dis)

Amount   A   19.25 USD   Bi-weekly
Number/unit   _____ _____
Assignment number   _____
Reason for Change   ____

Payment dates
Payment model   AR01   Every pay period
1st payment period   ___ or   1st payment date   _____
Interval in periods   ___   Interval/Unit   _____

(!) Record valid from 07/06/2003 to 12/31/9999 delimited at end

AASIS Support Center, Diane Hill   7-24
    09/16/04 Revised to V3

Change Recurring/Payments Deduction (0014)

You will notice the old deduction has a specified
end date.

Change Recurring/Payments Deduction

After you make any master data changes, always perform a payroll simulation to view the RT (Results Table) to determine how it will impact the employee's pay.

The 2503 wage type will display the new amount deducted for Conseco AD&D dues.

Demonstration

End Recurring Payments/Deductions (PA30)

When an employee requests to stop a recurring deduction or payment, you must end the appropriate wage type by changing the infinite date of 12/31/9999 to a specified end date.

Note: When an employee terminates or retires, each of their recurring deductions or payments will be ended automatically. Once a Termination or Retirement action is completed approximate 10 minutes later, the deductions/payments will be ended. The termination date will be used as the effective date. You will only need to confirm the deductions have ended.

EXERCISE SCENARIO

An employee has terminated his/her coverage with AFLAC.

End Recurring/Payments Deduction (0014)
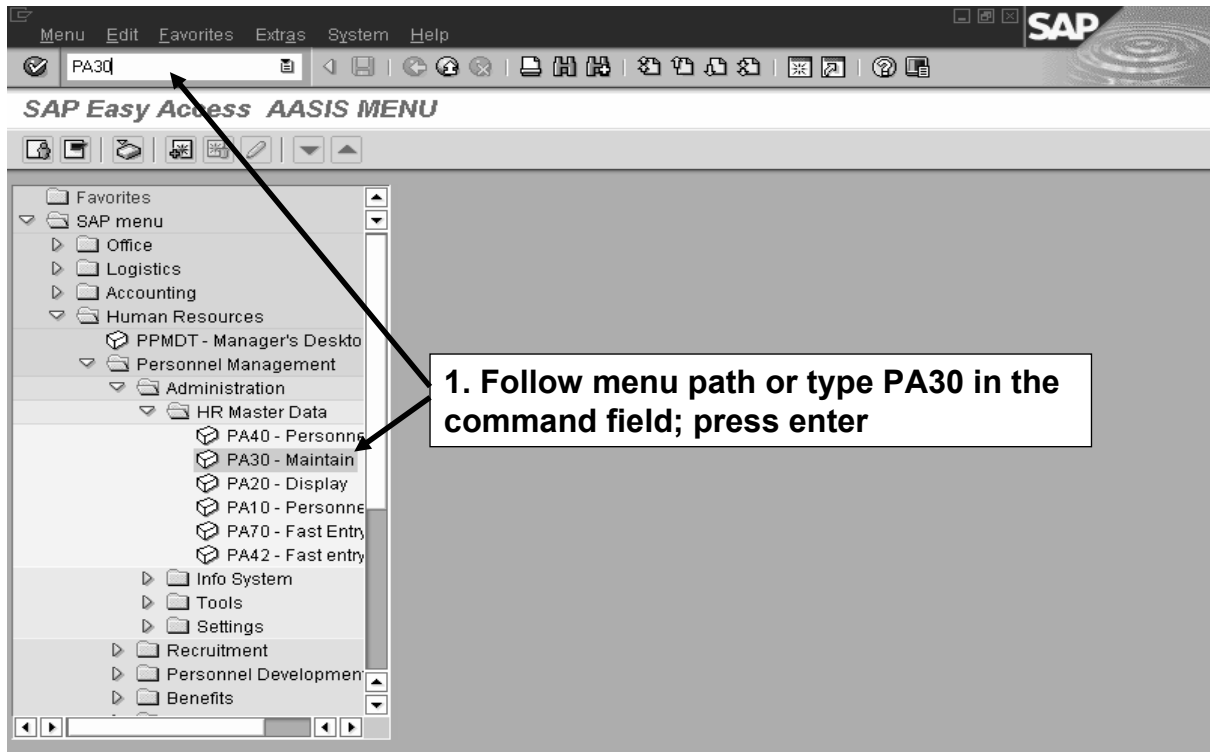
| Menu | Edit | Favorites | Extras | System | Help |

`PA30`

SAP Easy Access AASIS MENU

- Favorites
- SAP menu
  - Office
  - Logistics
  - Accounting
  - Human Resources
    - PPMDT - Manager's Deskto
    - Personnel Management
      - Administration
        - HR Master Data
          - PA40 - Personne
          - PA30 - Maintain
          - PA20 - Display
          - PA10 - Personne
          - PA70 - Fast Entry
          - PA42 - Fast entry
        - Info System
        - Tools
        - Settings
      - Recruitment
      - Personnel Developmen
      - Benefits

1. Follow menu path or type PA30 in the command field; press enter

The menu path is Human Resources > Personnel Management > Administration > HR Master Data > Maintain.

End Recurring Payments/Deductions (0014)

Maintain HR Master Data

Personnel no.	124		
Name	Jacqueline Herzik		
EE group	1 Regular State ...	Pers.area	FA04 DFA
EE subgroup	UE Employee	Cost Center	383272 DFA

2. Type personnel number; press enter

Personal Data | Addtl. Employee Data | Employment Issues | Career Manage...

Infotype text	E..
Actions	✓
Personal Data	✓
Organizational Assignment	✓
Addresses	✓
Basic Pay	✓
Family Member/Dependents	✓
Residence Status	✓
Additional Personal Data	✓
Communication	

Period
- ● Period
  - Fr. _____ To _____
- ○ Today   ○ Curr.week
- ○ All   ○ Current month
- ○ From curr.date ○ Last week
- ○ To current date ○ Last month
- ○ Curr.period   ○ Current Year
- ▣ Choose

Direct selection
Infotype _____   STy _____

Always verify the employee's name before you
process any master data change.

End Recurring Payments/Deductions (0014)

HR master data	Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no.   124
Name   Jacqueline Herzik
EE group   1 Regular State ... Pers.area   FA04 DFA
EE subgroup   UE Employee   Cost Center 383272   DFA

Personal Data | Addtl. Employee Data | Employment Issues | Career Manage...

Infotype text	E..
Actions	✓
Personal Data	✓
Organizational Assignment	✓
Addresses	✓
Basic Pay	✓
Fam	
Res	
Addi	
Communication	

3. Click All

Period
○ Today   ○ Curr.week
◉ All   ○ Current month
○ From curr.date ○ Last week
○ To current date ○ Last month
○ Curr.period ○ Current Year
  Choose

4. Enter 0014 in the Infotype field

Direct selection
Infotype   0014   STy

Infotype 0014 is Recurring Deductions/Payments.

Please remember: Before you change a pre-tax recurring deduction in AASIS, you must have received prior approval from FBMC.

End Recurring Payments/Deductions (0014)

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   09/16/04 Revised to V3

The overview icon will give display a list of all of the
employees recurring deductions or payments.

End Recurring Payments/Deductions (0014)

Infotype	Edit	Goto	Extras	System	Help		SAP

List Recurring Payments/Deductions

Personnel No.   124   Name   Jacquel... Status   Active

EE g   **7. Click the**   ersonnel ar   FA04   DFA
EE s   **change icon**   SN   777-53-1245
                         2/31/9999   STy .

Wage type	Wage Type Long Text	From	To	O	Amount	Crcy	N
2505	LAC (AD&D)	10/12/2003	12/31/9999	A	12.73	USD	
2572	Vision Care PT	10/12/2003	12/31/9999	A	15.00	USD	
2642	United Way Pulaski C...	10/12/2003	12/31/9999	A	5.00	USD	
2800	ASEA Ark. State Empl ...	10/12/2003	12/31/9999	A	2.00	USD	

**6. Select appropriate
deduction/payment**

Entry   1 of 4

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End Recurring Payments/Deductions (0014)

End Recurring Payments/Deductions (0014)

Infotype Edit Goto Extras System Help

Create	F5
Change	
Copy	Shift+F9
Delete	Shift+F2
Lock/unlock	Shift+F12
Maintain cost assignment	Ctrl+F2
Display cost assignment	
Maintain text	F9
Display text	
Cancel	F12

Change

Personnel No
EE group   04   DFA
EE subgroup   7-53-1245
Start   10/10/2004 DMHILL02

9. Click on Edit > Maintain text or Press F9(Optional)

Recurring Pa
Wage type   2505   AFLAC (AD&D)

Amount   A   12.73 USD   Bi-weekly
Number/unit
Assignment number
Reason for Change

Payment dates
Payment model   AR01   Every pay period
1st payment period   or   1st payment date
Interval in periods   Interval/Unit

End Recurring Payments/Deductions (0014)

11. Click to save message

Employee terminated coverage with AFLAC

Diane H.

10. Type desired message here (Optional)

* Li 5, Co 9   Ln 1 - Ln 26 of 32 lines

AASIS Support Center, Diane Hill   7-36
     09/16/04 Revised to V3

End Recurring Payments/Deductions (0014)

Infotype   Edit   Goto   Extras   System   Help

Change Recurring Payments/Deductions

12. Click to validate

13. Click to save

Perso   Na   Active
EE gr   Em... Personnel ar   FA04   DFA
EE subgroup   UE Employee   SSN   777-53-1245
Start   10/12/2003 to   08/14/2004   Chng 10/10/2004 DMHILL02

Recurring Payments/Deductions
Wage type   2505   AFLAC (AD&D)

Amount   A   12.73   USD   Bi-weekly
Number/unit
Assignment number
Reason for Change

Payment dates
Payment model   AR01   Every pay period
1st payment period   or   1st payment date
Interval in periods   Interval/Unit

The notepad icon will be displayed on the infotype.

End Recurring Payments/Deductions (0014)

Note: Verify that the correct deduction/payment was ended.

Demonstration

Enter Recurring Payments/Deductions for Concurrent Employee (PA30)

Time entry is no longer required for the **secondary position** of a Concurrent employee. The person with the role of Agency Payroll Systems Management at the primary Agency must create Infotype 0014 (Recurring Payments/Deductions to pay the employee for the number of hours worked.
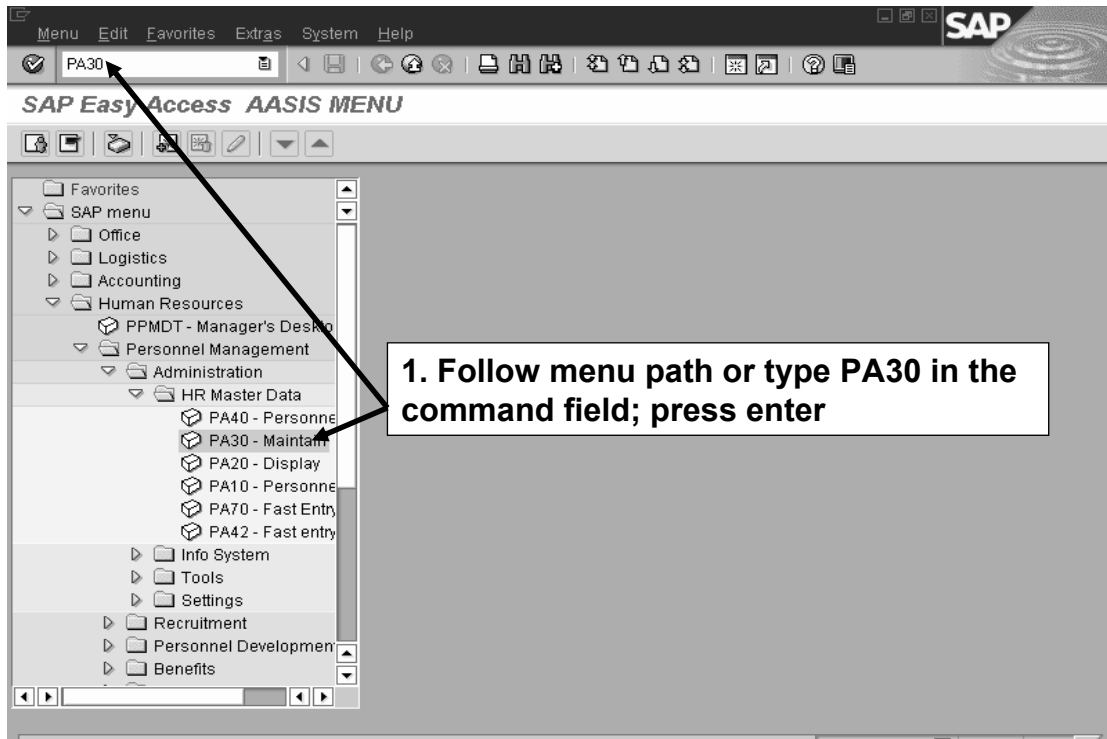
EXERCISE SCENARIO

An employee in your Business area works at an Agency concurrently. Process their pay for the current pay period.

Recurring Payments/Deductions
for Concurrent Employee (0014)
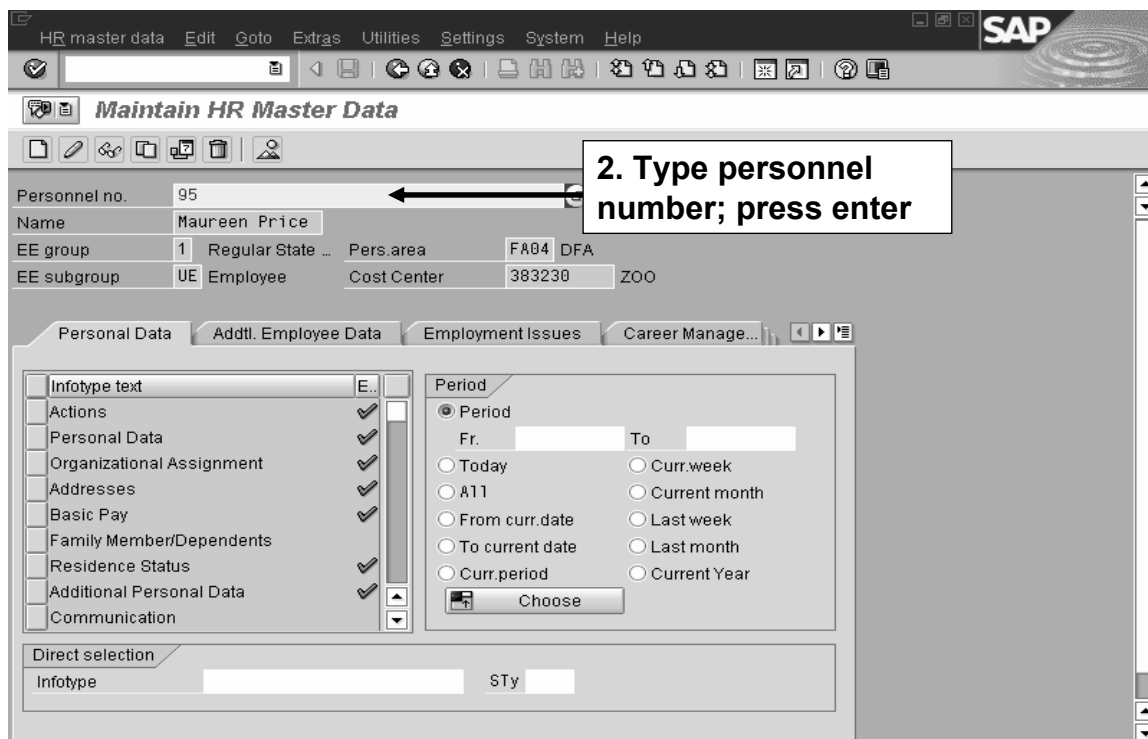
Within the screenshot:

Menu Edit Favorites Extras System Help

PA30

SAP Easy Access AASIS MENU

- Favorites
- ▽ SAP menu
  - ▷ Office
  - ▷ Logistics
  - ▷ Accounting
  - ▽ Human Resources
    - PPMDT - Manager's Desk
    - ▽ Personnel Management
      - ▽ Administration
        - ▽ HR Master Data
          - PA40 - Personne
          - PA30 - Maintain
          - PA20 - Display
          - PA10 - Personne
          - PA70 - Fast Entry
          - PA42 - Fast entry
        - ▷ Info System
        - ▷ Tools
        - ▷ Settings
      - ▷ Recruitment
      - ▷ Personnel Developmen
      - ▷ Benefits

1. Follow menu path or type PA30 in the command field; press enter

The menu path is Human Resources > Personnel Management > Administration > HR Master Data > Maintain.

Recurring Payments/Deductions
for Concurrent Employee (0014)

| HR master data | Edit | Goto | Extras | Utilities | Settings | System | Help |

Maintain HR Master Data

2. Type personnel number; press enter

Personnel no.	95
Name	Maureen Price
EE group	1 Regular State ... Pers.area	FA04 DFA
EE subgroup	UE Employee	Cost Center	383230	ZOO

Personal Data | Addtl. Employee Data | Employment Issues | Career Manage...

Infotype text	E..
Actions	✓
Personal Data	✓
Organizational Assignment	✓
Addresses	✓
Basic Pay	✓
Family Member/Dependents	
Residence Status	✓
Additional Personal Data	✓
Communication	

Period
- ◉ Period
  - Fr. _____ To _____
- ○ Today   ○ Curr.week
- ○ All   ○ Current month
- ○ From curr.date ○ Last week
- ○ To current date ○ Last month
- ○ Curr.period   ○ Current Year
- [Choose]

Direct selection
| Infotype | | STy | |

Always verify the employee's name before you
process any master data change.

Recurring Payments/Deductions
for Concurrent Employee (0014)

Infotype 0014 is Recurring Payments/Deductions.

Recurring Payments/Deductions
for Concurrent Employee (0014)

Create Recurring Payments/Deductions

Personnel No	95	Name	Maureen…	Status	Active
EE group	1 Regular State Em…	Personnel ar	FA04	DFA	
EE subgroup	UE Employee	SSN	126-60-6431		
Start	08/01/04	to	12/31/9999		

5. Type begin date

Recurring Payments/Deductions

Wage type ☑

Amount _____ USD _____
Number/unit
Assignment number
Reason for Change

Payment dates
Payment model
1st payment period   or   1st payment date
Interval in periods   Interval/Unit

AASIS Support Center, Diane Hill   7-44
   09/16/04 Revised to V3

If the payment amount is constant, enter the beginning date in the 'Start' field. Accept the default end date of 12/31/9999, unless you have a specified date to end the deduction.

Note: If the amount varies week to week, enter the begin and end date of EACH pay period (Ex. 8/01/04 – 08/14/04).

Recurring Payments/Deductions
for Concurrent Employee (0014)

In the 'Wage type' field, click the drop-down icon to select the appropriate wage type from the drop down list.

Recurring Payments/Deductions
for Concurrent Employee (0014)

WT	Wage Type Long Text	Start date	End Date
1008	Certified Physician Pay	01/01/1900	12/31/9999
1009	Non Cert. Physician Pay	01/01/1900	12/31/9999
1010	Maximum Overload	01/01/1900	12/31/9999
1011	Pay Period Overload	01/01/1900	12/31/9999
1115	ASP Certificate Pay	01/01/1900	12/31/9999
1124	Game & Fish Uniform Mthly	01/01/1900	12/31/9999
1132	Summer School Pay (D &B)	01/01/1900	12/31/9999
1152	NC TAX benf - Emoluments	01/01/1900	12/31/9999
1156	AHRMS/AASIS Earning ADJ.	01/01/1900	12/31/9999
1157	Semi Mth Earn Adjustment	01/01/1900	12/31/9999
1158	Clip Bonus- Manual calc	01/01/1900	12/31/9999
1159	Reg. Concurrent Emp.	01/01/1900	12/31/9999
1160	House of Rep Allow. Exp	01/01/1900	12/31/9999
1161	Ex Help Concurrent Emp.	11/24/2002	12/31/9999
2040	Adjustment for NET	12/23/2001	12/31/9999
2142	ASP SP Standard Life	01/01/1900	12/31/9999
2229	Mil Firefighter Union Due	08/03/2003	12/31/9999
2500	DOC Deduction Utility Exp	01/01/1900	12/31/9999
2501	American Pub. Lfe (A & I)	01/01/1900	12/31/9999

7. Double-click appropriate wage type

210 Entries Found

If an employee is occupying a regular position at the secondary Agency, use Wage type 1159 (Concur. Employment). If an employee is occupying an extra help position at the secondary Agency, you must use Wage type 1161 (Ex Help Concurrent Emp.). This wage type will ensure posting to the correct GL (General Ledger) account.

Wage type 1159 will post to regular salaries and Wage type 1161 will post to extra help salaries.

Recurring Payments/Deductions
for Concurrent Employee (0014)

Enter the amount to be paid per pay period. This
amount will be displayed as earnings on the
employee's remuneration statement.

Recurring Payments/Deductions
for Concurrent Employee (0014)

Infotype Edit Goto Extras System Help	□ ⊡ ⊠ **SAP**

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Create Recurring Payments/Deductions

🖫 🖺 🛠 🛠

Personnel No	95	Name	Maureen…	Status	Active
EE group	1 Regular State Em…	Personnel ar	FA02	DFA	
EE subgroup	UE Employee	SSN	126-60-6431		
Start	080104	to	12/31/9999		

Recurring Payments/Deductions
Wage type	1159

Amount	52.50 US	
Number/unit	10 ←	**9. Type number of hours worked**
Assignment number		
Reason for Change		

Payment dates
Payment model			
1st payment period	or	1st payment date	
Interval in periods		Interval/Unit	

Type the number of hours worked at the secondary
Agency in the Number/unit field first box. Since
there are no hours entered in the CATS database,
this will be used as a way for you to track hours vs.
rate of hourly wage to ensure that the employee is
being paid the proper amount.

Recurring Payments/Deductions
for Concurrent Employee (0014)

Create Recurring Payments/Deductions

10. Click cost assignment

Personnel No	95	een... Status	Active
EE group	1 Regular State Em... Personnel ar	FA02	DFA
EE subgroup	UE Employee	SSN	126-60-6431
Start	080104 to	12/31/9999	

Recurring Payments/Deductions

Wage type	1159
Amount	52.50 USD
Number/unit	10
Assignment number	
Reason for Change	

Payment dates

Payment model			
1st payment period	or	1st payment date	
Interval in periods		Interval/Unit	

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In order for the secondary Agency to pay for this amount, you must click the Cost Assignment icon.

Recurring Payments/Deductions
for Concurrent Employee (0014)

Note: If you do not transfer a cost assignment for this payment, it will be charged against the primary Agency's budget.

Recurring Payments/Deductions for Concurrent Employee (0014)

The cost assignment icon will appear on infotype indicating that you have assigned the cost to another cost center.

Type the frequency of the pay in the 'Payment model' field.

The payment models to be used are:

AR00 – Two times a month (Monthly)

AR01 – Every pay period (Bi-weekly)

AR02 – One time each month (Monthly)

AR04 – 1 time each month (1st Payperiod) (Monthly)

AR05 – 1 time each month (2nd Payperiod) (Monthly)

Recurring Payments/Deductions
for Concurrent Employee (0014)

Infotype   Edit   Goto   Extras   System   Help

Create Recurring Payments/Deductions

┌─────────────────┐   ┌─────────────────┐
│ **15. Click to**│   │ **16. Click to**│
│ **validate**   │   │ **save**   │
└─────────────────┘   └─────────────────┘

P   Na   Active
EE group   T   Regular State Em... Personnel ar   FA02   DFA
EE subgroup   UE Employee   SSN   126-60-6431
Start   08/01/2004 to 12/31/9999

Recurring Payments/Deductions
Wage type   1159   Reg. Concurrent Emp.

Amount   52.50   USD   Bi-weekly
Number/unit   10.00   Hours
Assignment number
Reason for Change

Payment dates
Payment model   AR01   Every pay period
1st payment period   or   1st payment date
Interval in periods   Interval/Unit

Once you have pressed enter or the green check, you will notice the field indicates the frequency of the payment.

Recurring Payments/Deductions
for Concurrent Employee (0014)

Display	Edit	Goto	Utilities	Settings	System	Help

Detail View of Log

DEMONSTRATION PURPOSES ONLY

1 /BER Benefits E 01					89.78
1 1013 Extra Help 01			9.4635		
1 1159 Reg. Concu 01	0001			10.00	52.50
1 1200 Regular wo 01			9.4635	80.00	757.08
1 9339 APERS EE0/ 01					83.96
1 9339 APERS EE0/ 01	0001				5.82
1 9404 TX ER Soci 0101					44.81
1 9404 TX ER Soci 0101	0001				3.11
1 9406 ARK ER Med 0101					10.48
1 9406 ARK ER Med 0101	0001				0.73
1 9503 FICASVS HL 01					2.19
1 9503 FICASVS HL 01	0001				0.15
1 9507 FICASVS US 01					0.43
1 9507 FICASVS US 01	0001				0.03